



**Minutes of the Regular Meeting of the Board of Directors for the
Oklahoma Tobacco Settlement Endowment Trust**

121 S. Elgin Avenue, Tulsa, OK
Hotel Indigo – Avery Room
10:00 a.m. August 31, 2022

1. Open Meeting Act Announcement and Call to Order

The TSET Board of Directors Chair Michelle Stephens called the meeting to order at 10:02 a.m. and announced all requirements of the Open Meeting Act were met. Board members present were Michelle Stephens, Bruce Benjamin, Ken Rowe, Marshall Snipes, Jack Allen, Runako Whittaker, and Susanna Gattoni. TSET staff present were Julie Bisbee, Lance Thomas, Jennifer Treadwell, Thomas Larson, Sjonna Paulson, Jonás Mata, Tessa North, Jessica Davis, Kelli Broderson, DeLynn Fudge, and Samantha Piñeiro.

2. Approval of Minutes of the May 5, 2022, Regular Board of Directors Meeting

Benjamin moved to approve the May 5, 2022; minutes as presented. Allen seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker. Rowe was absent for the vote. Motion approved.

3. Chair's Report

a. Discussion and possible action to extend the FY20-23 Strategic Plan.

Stephens recognized TSET Executive Director Julie Bisbee to present the request for extension of the FY20-23 Strategic Plan an additional year to end FY24.

Benjamin moved to approve extension of the FY20-23 Strategic Plan an additional year to end FY24. Allen seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker. Rowe was absent for the vote. Motion approved.

4. Update from OCASCR Steering Committee

Benjamin, a board appointee to the OCASCR steering committee, presented information on how [Oklahoma Center for Adult Stem Cell Research \(OCASCR\)](#) re-distributes funding they received from TSET as “seed grants” to support research. Benjamin said the organization’s adult stem cell research and regenerative research supports of TSET’s mission to address smoking and obesity related diseases in Oklahoma. Benjamin shared 95% of grants awarded by OCASCR are for research and research related equipment. OCASCR’s research is available for use by scientific personnel in Oklahoma. No action required.

5. Executive Director's Report

a. Update on strategic planning process.

Julie Bisbee, executive director, provided an update on the strategic planning process timeline and expects to have a robust plan finalized in 2023. No action required.

b. Update on staffing.

Bisbee presented Lance Thomas as the interim chief of staff and Kelli Broderson as assistant director of health communications. Bisbee informed the board Melanie Sommers, who was not present at the meeting, is the new contracts associate. No action required.

c. Data Presentation.

i. Oklahoma Youth Tobacco Survey Data, Dr. Laura Beebe, Chair and Professor, OU Hudson College of Public Health

Beebe presented data collected from Oklahoma middle and high school students in the recent school year. Data indicated a considerable decline in smoking and e-cigarette use by teens in the past year, which may have stemmed from limited access to availability during the pandemic. Data also indicated the most frequent method by teens to access tobacco products, aside from family or friends, is from a gas/convenience store or internet delivery services at rates higher than the national average. Tobacco Stops With Me, My Life My Quit, Down and Dirty, and Behind the Haze were campaigns frequently recognized by Oklahoma youth, with Tobacco Stops With Me noted as the 3rd most recognized campaign when listed with national campaigns. Data also indicated few teens reported health care providers asked them about tobacco use in the past 12 months, which is a concern. Additionally, when asked about flavored tobacco and vape products, menthol was by far the most common flavor used by Oklahoma youth.

Whittaker asked if the survey indicated the type of health care provider in the question about youth being asked about tobacco use by a provider in the past 12 months, and stated pediatricians ask. Beebe stated a distinction in type of health care provider was not made at the time of the survey.

Benjamin asked for determinants of susceptibility. Beebe explained the survey asked whether they were offered tobacco by a friend or if they thought about using tobacco in the past 12 months. Benjamin asked what effective barriers decrease and prevent youth use of tobacco and vape products. Beebe favored laws for regulation and restriction of tobacco products and media.

No action required.

d. Discussion/Implementation of Board LOFT Committee Recommendations and Timeline.

Lance Thomas, interim chief of staff, provided a progress update and summarized areas of action noted in the LOFT Report. He highlighted changes related to the requirements for tobacco policy for some grant applications.

He highlighted recommendations currently in practice such as the strategic objective indicator tool created by TSET's epidemiologist, and the Initiative Tracker tool used to track progress of activities and how they align with our strategic plan. Outcome-based data used to drive funding decisions; continuation of previous programs and additional funding opportunities with public education and youth focus; programs to increase TSET's statewide footprint in rural and underserved communities as seen in the proposal to target 7 southeast Oklahoma counties, and user-defined funding opportunities. Thomas added listening and ideation session were recently completed in rural areas by consultant Ed Long, who will be presenting an update on those sessions later in the meeting.

No action required

e. Overview of Activities

Bisbee provided highlights of recent activity to include TSET staff attendance at the National Conference on Tobacco or Health in New Orleans in June and TSET's support of FDA bans on flavors in tobacco/vape products. No action required.

6. Board Governance Committee Update

a. Discussion and update on governance manual

Bisbee presented the board with binders containing the recently adopted bylaws and prospective governance manual and noted the governance manual will be on the November board meeting agenda for discussion and consideration of approval. There were no changes or additions by committee members or additional questions from the board.

b. Discussion and possible action on board meeting dates for 2023.

Bisbee presented the following board meeting dates for consideration:

Thursday, January 26, 2023

Thursday, March 23, 2023

Thursday, June 8, 2023

Wednesday and Thursday, August 23 and 24, 2023 (Board Retreat)

Thursday, Nov. 16, 2023

As this item is a recommendation from committee, no motion or second is required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker. Rowe was absent for the vote. Motion approved.

7. Agency Operations Committee Report

a. Financial Reports

Jennifer Treadwell, Director of Agency Operations, presented the following financial reports:

i. FY22 Budget to Actual – Operating

FY22 Budget to Actual – Operating is reported at 95% spent for the year as of the end of July with only a few invoices remaining to be paid. No action required.

ii. FY22 Budget to Actual – Programs

FY22 Budget to Actual – Programs is reported at 80% spent for the year as of the end of July with several invoices still outstanding. No action required.

There are no FY23 expenditures to report at this time as FY23 invoices just began arriving in August. There will be FY23 expenditures to report at the November board meeting. No action required.

b. Budget Revision Reports

i. FY22 Operating Budget

ii. FY22 Programs Budget

iii. FY23 Operating Budget

iv. FY23 Programs Budget

There are no budget revisions requested at this time. No action required.

c. Discussion and action on contract with the Persimmon Group for Technology Infrastructure Plan.

Bisbee presented the proposed Persimmon Group contract to map a multi-year strategy infrastructure plan at the proposed cost of \$72,000 and proposed timeframe of August 2022 to February 2023. As the item is a recommendation from committee a motion and second is not required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker. Rowe was absent for the vote. Motion approved.

d. Preliminary Certification of Earnings

Treadwell reported the Board of Investors recently met and issued a preliminary certification of \$110 million for use by TSET in FY24 and beyond.

e. Update and Analysis of Reserves and Three-Year Rolling Average

TSET will have a three-year rolling average budget target of just under \$91 million for FY24. After FY23 expenditures are paid, the TSET reserve is healthy and will be able to offset earnings declines in future years without impacting programs and services. Bisbee noted it is important to look at the reserve funds conservatively for future years if investment recovery takes longer than anticipated. No action required.

f. Balance Sheet

The balance sheet was presented, and a copy provided in the packet. No action required.

8. Programs Committee Report – Susanna Gattoni/Jack Allen

a. Discussion and possible action on award of TSET grant funds

i. Strategies to Reduce Tobacco Use and Obesity in Seven Southeast Counties

Tessa North, director of grants management, presented the following two proposals for funding:

Organization	County	Total
Oklahoma State University	McCurtain	\$360,000
KI BOIS Community Action Foundation, Inc.	Pittsburg	\$360,000

As this item is a recommendation from committee, a motion and second is not required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

b. Discussion and possible action on Discovery Grant applications advancing to full proposal

North presented the following application for consideration to advance to full proposal:

Organization	Program/Project	Total
LIFE Senior Services, Inc.	Senior Center and Adult Day Health Wellness Program	\$450,000

Lincoln Co. Partnership for Child Well-Being	Partners in Caring 2.0	\$1,488,300
NewView Oklahoma, Inc.	Comprehensive Wellness Initiative for Oklahomans with Vision Loss	\$495,000
Oklahoma Senior Games	Program for Coaching Seniors (50+) in Lifetime Sports Statewide	\$499,998
Oklahoma State University	OSU Family and Consumer Sciences Extension Health Disparities Project	\$627,468
OU Health Sciences Center	Saving Tiny Sooner	\$691,117
Rainbow Fleet	Rainbow Fleet Family Child Care - Healthy Body Healthy Minds	\$450,000
River Parks Authority	River Parks Turkey Mountain Wilderness Improvements	\$2,100,000
The City of Sallisaw	Sallisaw Aquatic Center and Skate Park	\$362,000

Allen noted the committee requested consideration be given to applicants for youth programs, which is represented in the list provided for consideration. He added over half of those recommended have sufficient matching funds to indicate likelihood of success. As this item is a recommendation from committee, a motion and second is not required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

c. Update on open TSET Successful Futures funding opportunity.

North provided an updated on the TSET Successful Futures funding opportunity RFP to provide character building activities statewide to children and youth in grades 3-8 with program curricula to support youth making healthier choices to be tobacco free, engage in physical activity, and healthy eating. Applicants are eligible to request up to \$500,000 for this initial six-month agreement period. Full-year agreements will begin July 1, 2023. No action required.

d. Update and discussion of programs eligible for renewal of multi-year funding agreement in FY23.

i. TSET Health Promotion Research Center (HPRC)

North provided an update to the board that TSET's multi-year funding agreement with HPRC will be up for renewal consideration in FY23. North presented an update on HPRC, which supports more than 86 research studies, many of which test novel smoking cessation interventions for underserved Oklahomans and currently supports two full scale, NIH funded trials of tobacco cessation interventions as well as other funded pilot research. No action required.

e. Program Progress and Evaluation Presentations

i. Update on OSU Medical Residency Program, Dr. Lesley VanVolkinburg, Executive Director of Graduate Medical Education, OSU

VanVolkinburg reported continued success with the residency program at Stillwater Medical Center. Stephens asked if there is a lack of medical residencies to support the number of students graduating. VanVolkinburg confirmed this is true, stating there is a great need for infrastructure to be in place to accommodate graduates and added when rural medical residencies can be found, close to 80% of rural residents either remain at those locations to begin their practice or will choose to practice in another rural community. VanVolkinburg shared TSET supported medical

residency program partners with the OSU Osteopathic program, which was accredited in 2021 and is fully implemented and recently started its first 5 residents.

Whittaker asked of any plans to expand the number of residents. VanVolkinburg said there are no plans at this time, but expansion would depend on the capacity of the hospital to accept residents. No action required.

ii. Update on Health Education Implementation, Shana Classen, Director of Health and Physical Education, Oklahoma State Department of Education (OSDE).

Classen indicated OSDE partnership with TSET facilitated the hire of two Health Education Team Members and helped create professional development opportunities which give teachers strategies, guidance, and resources to support implementation of the Oklahoma Academic Standards for Health Education Act. UCO subject matter experts, Dr. Rachelle Franz and Dr. Lauren Loucks, developed Health Education Micro-credentials to provide professional development to educators in seven regions of the state and will continue to provide development into 2024.

Bisbee asked the initial reception from teachers for this program. Classen indicated teachers are positive and engaged and consider the training to be useful in their classroom. No action required.

iii. Oklahoma Tobacco Helpline Quarterly Update/Innovations, Dr. Jon Hart, Assistant Professor, Stephenson Cancer Center & Dr. Laura Beebe, Chair and Professor, OU Hudson College of Public Health

Hart presented the OTH update which indicated funds used to increase promotions of the helpline resulted in positive response and increased registration according to preliminary data. He added expanded program benefits to Oklahomans also factored into increased participation with a huge increase among Medicaid members due to Medicaid expansion. Hart added the helpline innovations reached first time registrants. Hart reported a 30% increase in first time helpline registrants with approximately 1/3 of them enrolling in behavioral health programming provided through OTH. There were no further questions. No action required.

f. Update on TSET Healthy Youth Initiative

i. YAHL Update, Jeff Jordan, President and Executive Creative Director, Rescue

Jordan reported 37 schools and organizations were selected to participate in TSET's YAHL program from the 63 which expressed interest. He added 32 members representing 20 Oklahoma communities participated in the first YAHL Leadership Team Summit. Projects from YAHL students received great support from communities resulting in tobacco policy adoption by Westville school district and influenced the passing of changes to the PUP laws in Oklahoma. No action required.

ii. YAHL Youth, Lillith Breazeale, Student, Adair High School

Breazeale presented her experience as a YAHL participant. She indicated her interest in the program stemmed from witnessing how the party culture in her community negatively affects youth and her desire to create healthy options in her school. As a YAHL member she met with community leaders and her school principal to successfully implement YAHL policy components in her school. Breazeale said YAHL has helped her improve public speaking skills and taught her the importance influencing policy and driving change in her community.

No action required.

Recessed for Lunch at 12:52 p.m.

Reconvened to regular meeting at 1:20 p.m.

9. Public Information and Outreach Committee Report

a. Outreach Update

Thomas Larson, public information and outreach director, provided a brief update on TSET Outreach.

b. Legislative Update

Larson presented an update of Legislative Interim Studies which noted priority studies regarding the scope and impact of unsafe and unhealthy housing conditions across Oklahoma, which relates to the importance of smoke-free policies in multi-unit housing, and a priority study related to substance abuse options for youth, of which TSET's programs addressing youth nicotine addiction could be of interest.

No action required.

c. Discussion and possible action to adopt policy resolutions

i. Vapor Retailer Licensure

Larson presented a policy resolution for the board's consideration to support Strengthening E-Cigarette and Nicotine Product Retailer Licensing and Enforcement. As this item is a recommendation from committee, no motion or second is required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

ii. Youth Purchase and Possession of Tobacco

Larson presented a policy resolution for the board's consideration to support recommendations for Youth Purchase, Use and Possession (PUP) Laws. As this item is a recommendation from committee, no motion or second is required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

iii. Supporting Recent Actions to reduce access to tobacco products

Larson presented a policy resolution for board consideration supporting recent tobacco control actions from the U.S. Food and Drug Administration. As this item is a recommendation from committee, no motion or second is required.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

d. Evaluation of Youth-Focused Brands, Jeff Jordan, Rescue

i. Year 2 Youth Tobacco

Jordan presented information on the differences between youth-focused brands. He categorized Behind the Haze and Down & Dirty as preventative campaigns targeted at non-users of tobacco while Quit the Hit and My Life, My Quit are cessation programs for teen smokers. Rescue's data from a survey of Oklahoma teens indicates high awareness of the programs. He indicated as post-pandemic return of youth to schools will likely increase vape usage in teens, campaigns are

targeted to address high risk youth. Participation in these programs indicate the programs were well received by youth and implemented positive peer pressure to encourage teens to stop vaping or avoid it.

No action required.

ii. Year 2 Youth Nutrition Survey

Jordan shared results of a recent online survey of teens regarding nutrition in which 232 teens, 72% of whom were urban, participated. Results indicated teens engaged in TSET's Swap Up campaign were more likely to increase consumption of fruits and vegetables and replace sugar sweetened beverages with water. Awareness of the campaign was very high. The Swap Up program was recently featured in a published a paper in a national journal. No action required.

iii. Update on Quit the Hit Performance

Jordan shared information on Quit the Hit's online cessation support group for young people who want to quit vaping. He noted groups of 10-15 youth enroll in 5 weeks of online support with active moderation which is hosted on Instagram via group direct messages. This first year saw 11 groups with 133 total participants involved. Of 25-day surveys, a total of 75 were completed. Jordan noted past 30-day vape use decreased from 100% baseline to 77% in the initial follow-up survey among teens and 84% in young adults. In the initial follow-up survey, 52% of teens and 59% of young adults reported vaping since the program quit date, which occurs day 13 of the program. No action required.

e. Evaluation of Tobacco Stops with Me, Dr. Laura Beebe, Chair and Professor, OU Hudson College of Public Health.

Beebe presented results of an evaluation of Tobacco Stops with Me (TSWM). She reported the campaign of 15 years continues strong according to data collected from a random sampling of Oklahomans via cell phone survey and tracking awareness of the campaign over time. Campaign benchmarks are adjusted annually based on survey results. Awareness of the campaign met its goal of 82%. Public support of tobacco free policy is consistently demonstrated as is public support of smoke-free bars and night clubs. Data indicates knowledge that second-hand smoke is harmful decreased, but knowledge it causes heart disease increased. Research indicates vaping is more addictive than traditional tobacco use, and support for policies related to vaping is stronger in Oklahoma. Data also indicates a 62% support of laws banning smoking in vehicles with children under 16, taxing e-cigarettes, vape, and related products the same as tobacco products, and support vape-free public places.

No action required.

f. Health Communication Adult Focused Brands

Paulson presented information and distributed a review of FY22 adult media brands. She noted participation in the National Conference for Tobacco or Health, discussed publication of "Swap Up Your Meal: A Mass Media Nutrition Education Campaign for Oklahoma Teens" in the International Journal of Environmental Research and Public Health Special Issue, 2nd Edition of Obesity Prevention and Intervention in Children and Adolescents, a peer-reviewed journal. Paulson highlighted a list of TSET's national and international awards received this fiscal year. She indicated TSET media presented at a national convening of states. No Action Required.

g. Health Communication Youth-Focused Brands

Paulson reported Behind the Haze commercials and a Swap Up Water infomercial were filmed with additional filming scheduled for late fall and early spring. Shape Your Future and Tobacco Stops With Me evaluations will be conducted from September through April with results expected by end of June. No action required.

h. Public Health Academy of Oklahoma Update

Paulson reported 39,723 total page reviews and 502 unique visitors per month to the OK In the Know website, as well as 77 users logged into the Training center each month with 41 trainings added. Data from the annual OK In the Know Member Survey will be collected through August 3; the results of which will guide decisions on future training and collaboration opportunities for TSET grantees and other health partners. No action required.

i. Sponsorships

Larson reported an increase in requests for sponsorship grants and indicated half of the \$35,000 budgeted for sponsorships has been allocated. Cathleen Fitzgerald of Oklahoma Senior Games, which is sponsored by TSET, addressed the board to share how this sponsorship supported their all-volunteer staff and senior athletes. No action required.

j. Upcoming Events and Trainings

Larson reported upcoming events include TSET Sponsorships of several upcoming events listed in board member's packets. No action required.

10. Personnel Actions

a. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. § 307 (B)(1) for the discussion of employment of any individual salaried public officer or employee.

- i. Accountant
- ii. Program Officer
- iii. Outreach Coordinator
- iv. A/V Storyteller

Allen moved to enter into executive session. Whittaker seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

b. Consideration of a motion and vote to return to Open Session

Whittaker moved to reconvene from executive session. Rowe seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

c. Discussion and possible action on a motion and vote related to the employment and compensation of any salaried public officer or employee.

i. Discussion and action regarding employment to fill the position of Accountant

Gattoni moved to extend an offer of employment for the position of Accountant to candidate A at the posted salary of \$38,000 to \$42,000 with candidate B as an alternative should candidate A decline the offer of employment. Allen seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

ii. Discussion and action regarding employment to fill the position of Program Officer

Allen moved to extend an offer of employment for the position of Program Officer to candidate A at the posted salary of \$50,000 to \$60,000. Whittaker seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

iii. Discussion and action regarding employment to fill the position of Outreach Coordinator

Gattoni moved to extend an offer of employment for the position of Outreach Coordinator to candidate A at the posted salary of \$48,000 to \$52,000 with candidate B as an alternative should candidate A decline the offer of employment. Allen seconded.

Aye: Stephens, Allen, Benjamin, Gattoni, Snipes, Whittaker, Rowe. Motion approved.

iv. Discussion and action regarding employment to fill the position of AV Storyteller.

Allen moved to extend an offer of employment for the position of A/V Storyteller to candidate A at the posted salary of \$42,000 to \$48,000 with candidate B as an alternative should candidate A decline the offer of employment.

11. New Business – Any matter not known about, or which could not have been reasonably foreseen prior to the time of posting the agenda [25 O.S. § 311 (A)(9)]

As there was no new business, the meeting recessed at 2:15 p.m. for lunch

Planning Retreat, Aug. 31

The meeting reconvened at 2:56 p.m. to continue with the planning retreat.

1. Update on FY22 TSET Innovations and Accomplishments

Larson presented an overview of FY22 TSET Innovations and Accomplishments which included information about new program launches and increased funding opportunities, steps towards updating data systems and data collections, as well as updates on agency operations, infrastructure, and public outreach. No action required.

2. Presentation and Overview of Awareness of TSET Programs

Larson presented information gathered from a recent survey of 600 Oklahoma residents regarding their awareness of TSET programs and level of support for health-promoting policies. Survey results showed favorable public support for passing of legislation to increase cigarette tax to fund healthcare, prohibit smoking in vehicles with persons 18 and under as well as making public places smoke free.

Larson continued survey results show more people agree municipalities should have local control of smoking laws and showed higher support of banning menthol and flavors in vape and smokeless tobacco and showed overwhelming concern of vaping by users under the age of 21. Concern about Oklahoma obesity rates is higher than ever and most support efforts to make healthy foods more accessible. No action required.

3. Overview of stakeholder engagement and listening sessions, Ed Long, Chief Impact Officer, Metafund

Long presented a high-level overview of findings from recent listening and ideations sessions in rural communities, indicating a final detailed report will be submitted in September. Those participating in the sessions represented the people in each community doing the work in their community. Increased interest from area department of education and health care providers resulted in planned virtual sessions to ensure their input is included. Issues of high importance voiced by rural citizens and legislature concerned workforce and workforce development and social drivers affecting health, as there is a lack of community health worker staffing in rural communities. Affordable food is as much a concern as healthy food, homelessness in rural areas is also an issue of concern. Funding is typically led from outside the community by organizations with limited understanding of local culture and community dynamics.

Communities reported outcome-based funding limits accessibility by rural communities as projects must align with things that produce measurable outcomes without understanding limits in community infrastructure. Some feel grants from all sources have a lot of requirements, but all identified TSET as the only group making efforts to address rural needs. All expressed need for quicker solutions, quicker results, and more flexibility to use existing data as most communities lack the capacity and staffing for grant writing and maintenance. Long noted local issues are sometimes more pressing and community's desire flexibility to address those.

Bisbee stated the listening sessions were driven by a desire to understand why pockets of the state did not have TSET grants. The group also discussed the need have similar sessions in urban areas at some point. No further action required.

4. Discussion and possible action on strategic funding policy, Don Millican, Former Chair, TSET Board of Directors

Millican presented information based on experience with building strategic funding policies during his time serving as board chair of the Oklahoma Christian University Board of Directors. Millican discussed several approaches to board management with a focus on outcomes.

Millican stressed the importance of getting boards to focus on mission and the outcomes that support the achievement of the mission. Millican noted this process takes additional time and commitment from the board members.

Bisbee noted next steps are for the board to discuss formalizing additional guidance with the governance committee. She noted behaviors and values which informed past board funding decisions in addition to meeting the constitutional mandates. Bisbee confirmed they are based on mandates as well as consideration of CDC best practice models for helplines, public education, and grants.

Board members discussed the importance of documenting decision making criteria, but also being flexible to adapt to a changing landscape citing the evolution of tobacco products, vaping products and obesity.

Additional discussion was planned for the second day of the retreat. No action required.

The retreat recessed at 4:58 p.m.

September 1, 2022

Retreat reconvened at 8:37 a.m.

Bisbee presents a brief recap of the previous day's data presentations and reports of TSET activities and programs' effect on mission targets. She then provided a brief overview of the agenda of presentations scheduled for the day and reminded the board of the intent to continue the discussion on strategic funding policy during the next steps/wrap up portion at the end of presentations.

5. Presentation from Greenwood District, Phil Armstrong, Interim Director of Greenwood Rising

Whittaker introduced Mr. Armstrong who presented information on the settlement and prosperity of black communities in Oklahoma. Armstrong discussed the magnitude and impact of the 1921 Tulsa Race Massacre and the recovery. Armstrong explained that Greenwood Rising Museum features the 1921 Tulsa Race Massacre and highlights the history and resilience of Black Wall Street which was within walking distance of the retreat location. Armstrong invited board members and staff to tour the museum following the close of the retreat that afternoon. No action required.

6. Presentation on Health Disparities in local area of Tulsa by zip code, Monica Rogers, Ph.D., Division Chief of Data & Technology, Tulsa Health Department

Rogers presented data collected from 2020 with focus on 100 different indicators to public health in Tulsa, Oklahoma. Rogers indicated although most Tulsans consider themselves to be in excellent shape, according to data, most are either obese or overweight. Rogers presented data that showed how health outcomes varied across geographic regions, education attainment and income. No action required.

7. Presentation on Statewide Hotspots for health outcomes – Fahad Khan, MPH, Director of Community Analysis & Linkages, Oklahoma State Department of Health

Khan presented information on state data resources via Zoom. Khan presented statewide profile maps of information regarding Oklahoman's tobacco use, access to healthy foods, as well as health outcomes and diseases. Khan explained how each dashboard is used to determine information at the state, county, city, and census tract level to show how areas may be targeted to address special health related issues statewide profile maps and dashboards show standings among 11 categories to include smoking, activity, diabetes, life expectancy, housing quality, poverty rates, and disparity areas. Profiles can be found on OK In The Know.

Khan presented data regarding inequity hot spots in Oklahoma. Scores are often linked to conditions outside of healthcare such as conditions of birth, growth, lifestyle, education, recreation, and age. He noted while there are areas of inequity across the state. Areas of high need include the southeast portion of Oklahoma and in urban areas. Data provided from the statewide profile maps are tools used to determine programming and investment of resources as well as allow tracking the results of existing initiatives. Bisbee added the data leads to better understanding health needs in the geographic areas targeted for funding, which when combined by third party listening sessions, helps give an unbiased view of needs and issues in those areas. No action required.

8. Next steps/wrap-up

Discussion on governance and strategic funding policy from the previous day was continued. Bisbee reviewed information from past annual reports and presented details of TSET's development as a multi-generational endowment.

Benjamin encouraged the board to determine policy on what TSET will and will not fund, and how funding priorities are determined as policies to ensure consistency for TSET's work. Other board

members agreed established policies would be helpful. Rowe added it is important to establish the role of the board and set policies to determine funding decisions. Snipes added he believes current TSET management does a good job communicating with the board and brings the board good suggestions and information when requesting decisions on funding but determined policy would give the agency better direction.

Gattoni agreed governance policy is important to establish priorities and how to guide board decisions. Bisbee added the goal of governance is also to make best use of the board's time by establishing and documenting criteria for funding decisions with other board committees establishing strategic measures. Stephens suggested the governance committee work with the other committees to review and build governance policy.

Bisbee proposed next steps would include developing a strategic guiding principles guideline and have something to present at the November board meeting. In August 2023 the board will be engaging in strategic planning and guiding principles will be an asset in that effort.

No action required.

9. Adjournment

Meeting adjourned at 11:52 a.m.